

13 FAM 360 MANDATORY “PROTECTING PERSONALLY IDENTIFIABLE INFORMATION (PII)” TRAINING

*(CT:TPD-7; 12-22-2010)
(Office of Origin: FSI)*

13 FAM 361 TRAINING MANDATORY FOR DEPARTMENT EMPLOYEES

*(CT:TPD-7; 12-22-2010)
(State Only)
(All State Employees)*

- a. The Under Secretary for Management (M) requires that all Foreign Service (FS) employees, Civil Service (CS) employees, and locally employed (LE) staff who handle personally identifiable information (PII) while performing their official Department duties, enroll in and satisfactorily complete the Foreign Service Institute (FSI) distance learning course PA459, Protecting Personally Identifiable Information (PII).
- b. It is primarily each employee’s responsibility to ensure they fulfill any mandatory training requirement identified in this subchapter.
- c. Individuals can enroll for PA459 training online through the FSI OpenNet Web site.
- d. The Department’s Privacy Division (A/GSI/IPS/PRV) oversees implementation of the Department’s policies regarding protecting PII and will provide guidance if bureaus have questions about this mandatory training requirement or the course content. See 5 FAM 460 for guidance on Department policy and procedures regarding PII.

13 FAM 362 THROUGH 369 UNASSIGNED